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Adm-12.2

2778-72

MINUTES
DD/S STAFF MEETING
17 October 1972

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1. Present were Messrs. Wattles, [redacted] Fisher, [redacted] Dr. Tietjen,
Messrs. Cunningham, [redacted]

[redacted] and Lehman.

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2. Office of Current Intelligence -- Mr. Lehman

a. Mr. Lehman briefed the attendees on production of finished intelligence by the Office of Current Intelligence. He said that OCI is organized in the traditional manner. It includes administrative, production and research components as well as the Operations Center.

b. The country analyst is the "key man" in the production cycle, and as such he tries to bring across his desk all of the material bearing on his country. He must then extract the reportable items and try to drive them upward. Mr. Lehman summarized the upward movement of an analyst's report as it winds its way through a variety of substantive editorial reviews toward its ultimate place as a piece in either the President's Daily Brief (PDB), the Current Intelligence Bulletin (CIB) or a number of other publications.

c. Mr. Lehman dwelled at some length on the production of the CIB. The process involves a 24 hour, 6 day a week cycle. He said that the CIB as national current intelligence is really a compromise between national intelligence (which implies extensive coordination) and current intelligence (which implies up-to-date information). During the night, the Operations Center scans all source material for potential pieces in the next day's CIB. When the analyst arrives, he has in hand "candidates" for his reports. During the morning, the organization and preliminary writing of the CIB begins. At 11 a.m., a planning meeting is convened to block out the following morning's CIB. A very preliminary categorization of pieces for the Bulletin occurs. A draft is later written, and at that time, the consumers' interest must be brought to bear. Possible questions must be assumed during the writing stage. When the draft is complete, it is transmitted via LDX to State and Defense for coordination. Extensive use of secure phones is made to iron out rough points. At 3:30 p.m., a meeting of CIA, State and Defense representatives is convened for purposes of coordination. Between 3:30 and 6:00 p.m., the Bulletin is a mixture of

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CIA unilateral contributions as well as other agency coordinated contributions. The USIB Panel chairman then signs off and the Bulletin is carried along toward publication by the Operations Center. The White Book is published at approximately midnight, the Red Book at 2 a.m., the Black Book at 4 a.m., and the PDB between 5 and 6 a.m.

d. As the number of consumers per publication decrease, the limitations on what can be published also decrease. There are no restrictions on the PDB and varying restrictions on the three editions of the CIB. The least important articles must be pared from the most important publications. The CIB is the daily "working hypothesis." The Red Book goes out to various consumers via cable. When there is a major negotiation outside of this country, the chief negotiator receives the Black Book via cable. The Paris peace talks and SALT are examples. Various portions of various editions of the Bulletin become imbedded in other publications.

e. Mr. Fisher asked Mr. Lehman to distinguish between the three editions. Mr. Lehman said that the Black Book contains SIGINT and photography. It is distributed to about forty senior officials at the Cabinet level, the JCS, Assistant Secretaries of State and Defense. It includes State EXDIS. The Red Book is distributed to about 150 officials at the staff support level. It contains no photography. The White Book is classified secret and is disseminated to about 1,000 readers.

25X1 f. In response to [] question on the dissemination of the PDB, Mr. Lehman said that the President receives one, Dr. Kissinger receives one, the Vice President receives one, and one each to Secretaries Laird and Rogers and Admiral Moorer.

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g. Mr. Wattles asked if the Support Directorate could better respond to OCI's requirements. Mr. Lehman said that Printing Services and OC are doing "a beautiful job."

25X1 h. [] asked if country analysts are selected for a career or a tour. Mr. Lehman said that it depends on a number of things, including the individual's fluency in writing. Most analysts are rotated within OCI, with occasional input from elsewhere in DDI.

3. LWOP for Employees to Accompany Spouses -- Mr. Wattles

25X1 A revision of [] will soon be printed which will permit a staff employee to go on LWOP for a maximum of 3 years in order to accompany his/her spouse overseas. The provision is now being implemented by the Clandestine Service and the Director of Personnel. Any spouse now on a 90 day LWOP may be converted to the 3 year period. It is not possible retroactively to apply the 3 year period to those spouses who have completed the 90 day LWOP.

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4. Support Directorate Promotion Review Schedules -- Mr. Wattles

Mr. Wattles noted that some users of Support Directorate careerists are not currently aware of the promotion review schedules being used by Support Directorate career services. He asked that notice be given to all interested offices either on an annual basis or as grade groups are to be ranked.

5. 1973 Combined Federal Campaign -- Mr. Wattles

Mr. Wattles endorsed the Directorate's full participation in the Campaign, and he noted that donations may be made to the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). Mr. Cunningham mentioned the invitation to contribute to a scholarship fund established in memory of [REDACTED]

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6. Support Directorate Security Violations for September -- Mr. Wattles

Office of Communications - 5.

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[REDACTED]

8. Support Directorate Retirements for October 1972 -- [REDACTED]

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<u>Name</u>	<u>Career Service</u>	<u>Effective Date</u>
<u>Civil Service System</u>		
[REDACTED]	OC	13 Oct 72
[REDACTED]	OC	13 Oct 72
<u>CIARDS</u>		
[REDACTED]	OL	13 Oct 72
[REDACTED]	OL	27 Oct 72
[REDACTED]	OL	27 Oct 72

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9. Around the Table

a. Mr. Wattles said that there will be a regular staff meeting on 24 October 1972, at which time there will be a showing of the film of Dr. Kissinger's speech as well as a briefing by [] on productivity.

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b. Mr. Wattles mentioned that Mr. Coffey was concerned about the rotation of so many Support personnel during one season at various stations. He urged the Office Heads not to leave the decision to the area divisions. He said that each career service should establish a mechanism so that the rotation of personnel, particularly those in the same station, be staggered.

c. [] will be at Headquarters this week and next on consultation.

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d. [] said that OS briefed the Security Committee of USIB on physical and technical security, and he mentioned that the briefing was well received. He also noted in the wake of the letter bomb threats, since 1 October, the Agency had received 25 pieces of suspicious, unsolicited mail, most of it from cranks. None of the pieces proved to be explosive.

e. [] mentioned that his trip was interesting and that he accomplished most of his objectives. He spoke [] station finance officers. He found that the Chiefs of Station were pleased with the performance of Support personnel. []

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[] He also mentioned that there had been a number of complaints about the delay in payrolling WAE contract personnel.

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f. [] said that the WH Chiefs of Station Conference will be held 30 October - 3 November 1972.

cc: Each attendee

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